



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

THOMAS D. WATKINS, JR.
SUPERINTENDENT OF
PUBLIC INSTRUCTION

August 16, 2004

Dear Nonpublic School Operator:

The Nonpublic School Act, Public Act 302 of 1921, permits the Superintendent of Public Instruction to inquire into the records of enrollment, qualifications of teachers, and course of study in nonpublic schools in the state. Items (1-3) on page one of the enclosed Nonpublic School Membership Report, form SM-4325, are designed to assist the Michigan Department of Education in the collection of this nonpublic school information. (See enclosed instructions.)

Students attending nonpublic schools, including home schools, that complete the Nonpublic School Membership Report may be eligible for auxiliary services. Nonpublic school and home school students have the right to enroll in non-essential elective courses such as band, physical education, music, and driver's education, in public schools.

All items (4-6) on page two of form SM-4325 are optional. Completion of item six on page two is strongly recommended to aid in documenting teacher eligibility for National Direct Student Loan college loan debt cancellation.

A labeled form for your school is enclosed. If the school address is incorrect, please note corrections in the box on the upper right area of the form. Please complete and return the original form to the state address listed on the form by October 1, 2004. In order to keep our records current, please notify this office by letter if your nonpublic school will not be operating during the 2004-2005 school year. If you have questions regarding the Nonpublic School Membership Report, please call (517) 373-1833.

Please be aware that we are moving ahead on creating an option for electronic submission of SM-4325 data. Look for more information on this option prior to the Fall 2005 submission.

I recognize your efforts and appreciate your continued cooperation in assisting our Department with the reporting process.

Sincerely,

Thomas D. Watkins, Jr.

Enclosures

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324